

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">- Amendment dated 1 Nov 16 -</p> <p style="text-align: center;">7.資格要件／身体条件 Qualification/Physical Requirements is amended to show trainee requirements.</p>		<b>広報番号：</b> Announcement No.	<b>USNH-04-17(A)</b>
		<b>募集締切日：</b> Closing Date	<b>14 Nov 16</b>
		<b>発行日：</b> Date of Issue	<b>1 Nov 16</b>
<b>1.職名, 職番, 給与表</b> Job title, Job No., & Basic Wage Table (BWT):  <div style="text-align: center;"> <b>Management Analyst, #119</b>            管理分析職         </div> <b>目標等級／語学能力級</b> Target Grade & Language Proficiency Level (LPL): 等級 Grade-6, 語学能力級 LPL-3  <b>採用可能見習い等級／語学能力級</b> Acceptable Trainee level: 等級 Grade-5, 語学能力級 LPL-3		<b>募集人数</b> No. of Recruitment  <div style="text-align: center; font-size: 1.5em;">1 名</div>	<b>4.募集範囲</b> Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input type="checkbox"/> 外部 Off Base Applicant
<input checked="" type="checkbox"/> 事務系(BWT-1) <input type="checkbox"/> 技能系(BWT-2) <input type="checkbox"/> 保安系(BWT-3) <input type="checkbox"/> 医療系(BWT-5,6) Administrative   Blue Collar Trade   Security   Medical			
<b>2.部隊</b> Activity U.S. Naval Hospital, Yokosuka Directorate for Administration, Human Resources Department, Civilian Personnel  <b>勤務場所</b> Working Place: 横須賀市泊町 Tomari-cho, Yokosuka-shi		<b>5.雇用の種類</b> Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term	
<b>3.勤務時間</b> Work Schedule ( 週 40 時間制 hrww ) <b>勤務日</b> Work Days: 5 days a week (Monday thru Friday) <b>勤務時間・休憩</b> Work Hours/Recess Period: 0730 – 1615 / 1130 – 1215 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
<b>6.職務内容</b> Duties  See attached sheet.  <b>特別な職務状況</b> Outstanding Working Condition, if any. N/A			
<b>7.資格要件／身体条件</b> Qualification/Physical Requirements * Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1. #1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。  a. At least one year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, or Masters Degree in a related field. b. Knowledge of policies, regulations and procedures governing MLC personnel administration. c. Knowledge of management principles, techniques of analysis and evaluation to identify, analyze, and recommend solutions to problems in organizational structure, staffing and workload distribution. d. Skill in applying work-measurement techniques to conduct position management studies for effective utilization of MLC. e. Skill in operating personal computer such as Microsoft Word, Excel, PowerPoint, Outlook, etc. f. Ability to simultaneously interpret and translate oral or written statements from English to Japanese and vice versa. g. Ability to speak, read, and write English at advanced proficiency level (LAD-3) and Japanese at native language level.  *An applicant who does not fully meet the qualification requirements stated above may be considered at grade 1-5 level as below: 1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, <b>OR</b> completion of 4-year college/university in a related field.  * Handicapped applicants may be accepted, depending on the degree and kind of disability.			

## 8.提出するもの Application and Associated Documents

- \*☒ **空席応募用紙** Application for Vacancy Announcement
- \*☒ **専門職務経歴書** Resume of Specialized Work Experience
- \***の記入は Complete \* in** ☐ **日本語で Japanese** ☒ **英語で English** ☐ **どちらでも Either**
- ☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』  
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"  
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;  
[http://www.cnmc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.cnmc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)
- ☐ 運転免許証の写し Copy of Driver's License
- ☐ 修了証/証明書の写し Copy of Certificate
- ☒ 英語の能力を証明するものの写し。TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。  
(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。  
Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.
- ☒ 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)  
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)
- ☒ 日本国籍以外の方は、在留カード (両面) 及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport
- ☒ DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

## 9. 応募書類提出先 Office to Submit

**内部応募者 (現 MLC/IHA 従業員) と外部応募者 (非従業員) では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.**

**(注意) 上記項目 4 番の "募集範囲" が現 MLC/IHA 従業員の場合、外部応募者 (非従業員) からの応募書類は無効となりますのでご注意ください。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.**

### 1. 内部応募者 (現 MLC/IHA 従業員) 提出先 (米海軍横須賀基地日本人雇用課 (HRO)) :

**Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):**

〒238-0001	〒238-0001
神奈川県横須賀市泊町 1 番地	1 Banchi Tomari-cho, Yokosuka
PSC 473 BOX 22 CNRJ HRO N132	PSC 473 BOX 22 CNRJ HRO N132
内線/Extension 243-8152	

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下に壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1<sup>st</sup> fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

### 2. 外部応募者 (非従業員) 提出先 :

**Off Base Applicants must submit to:**

〒238-0011	〒238-0011
神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階	Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)	Yokosuka Branch of LMO/IAA
管理第一係	Management #1 Section

電話番号 Phone 046-828-6959

受付時間 : 月曜—金曜、0830-1730 時 (日本の祭日を除く)。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.

## 10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : Civilian Personnel Liaison for MLC

軍電 (DSN) 243-8652

PD No.: USNH-09HRCP-003

PD is accurate and current. Certified by Activity: mk

HRO: (rcvd 10/31)  
kw 10/31 kw 11/1

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません。 Submitted applications will not be returned.

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

<b>LPL 語学能力級</b>	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
<b>4 – Exceptional Proficiency</b> 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
<b>3 – Fluent proficiency</b> 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
<b>2 – Average proficiency</b> 平均的な能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
<b>1 – Elementary proficiency</b> 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
<b>Pre-1 – Minimal proficiency</b> (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
<b>0 – No language proficiency</b> 語学能力を要さない							

#### **PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成15年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

## TASK LIST

Functions as the MLC Personnel Management Specialist by handling all aspect of personnel matters related but not limited to Recruitment, Placement, Termination of Employment, Hours of Work, Position Description Classification, Employee Relations, Training, Morale, Welfare, Disciplinary Actions, Commendatory Actions and all other Ceremonies.

### 1. Personnel Management

As Head of MLC Liaison Division of the Human Resources Department, provides guidance and assistance to all levels of supervisors, which includes the Commanding Officer, the Executive Officer, Branch Health Clinic OICs, Directors, Department Heads, and MLC Foremen for resolution of all phases of MLC personnel administration. Receives inquiry and advisory from US supervisors, US civilians, and MLC employees on personnel management and provides legitimate guidance with extensive knowledge of applicable law, Master labor Contract, regulations, instructions, provisions, and policies. Takes full responsibility in dealing with ER issues to seek the most effective way of resolution of each case and provides advice and assistance to management officials and employees. Coordinates with base HRO for finalizing an official administrative action. Provides management officials with training on personnel management bi-monthly to educate them on personnel management method, principle, and procedure. Assists management officials in dealing with development and improvement of employee performance by providing training resources available and/or seeking any other resources provided by outside agencies. Takes full responsibility in executing the allocated funding for MLC Incentive Awards in order to effectively utilize the program for increasing employees' morale. Processes all Personnel Action Request (PAR) involving a movement of personnel through Japanese Automation System (JAS). (50%)

### 2. Position Management

Manages all local national positions assigned to the U.S. Naval Hospital Yokosuka and the outlined Branch Clinics in Atsugi, Iwakuni, and Sasebo. Provides advice and assistance to management officials on the economical and the effective utilization of limited local national manpower resources by eliminating inefficiencies through evaluation of the full range of cost-saving alternatives, including grade controls, reorganizations as necessary and also consistent with the authorized ceiling. Assists in providing managerial and supervisory control of all MLC employees assigned to the hospital. Collects, analyzes, and evaluates all data on a labor cost for local national positions, i.e., grade, basic wage, allowances, yearly paid bonuses, etc, and provides management officials with the estimated labor cost required for hiring a position exceeding the authorized ceiling. Reviews organizational structure and positions and provides recommendation to management officials for reassignment, PD revision, work-sharing, curtailment of overtime pay, etc, as necessary. Participates in the Position Management Board and facilitates the meeting for local national positions providing technical advice and guidance to management officials. Processes all newly established/revised Position Description (PD) through JAS along with other supporting documents. (25%)

### 3. Clerical

Maintains all personnel related data, i.e., employee list, official personnel actions, official personal folder, ER related records, commendatory records, etc. Processes all Personnel Action Request (PAR) involving a movement of personnel and Position Description (PD) through Japanese Automation System (JAS). Translates various letters sent from outside the hospital or brought directly by hospital staff. Supervises one subordinate. (25%)

Assist with routine services including but not limited to: Timekeeping, uniform issuance, and correspondence processing. Incumbent must be able to speak, read, and write in Japanese native language to communicate with Japanese employees.

Performs other related or incidental duties as assigned.